



Longwick-cum-Ilmer
Parish Council

LONGWICK PARISH COUNCIL

To: Cllr McPherson (Chairman), Cllr Myers (Vice Chairman), Cllr Rogers,
Cllr Richards, Cllr Barter and Cllr Molson

You are hereby summoned to the Parish Council Meeting taking place at Longwick Village Hall
on Tuesday 17th December 2024 at 7.30pm.

AGENDA

Public Forum: The first fifteen minutes will be available for the public to express their view or ask questions on matters on the following agenda. The formal meeting will commence at the end of the public forum or at 7.45pm, whichever is earlier.

115. Welcome and Apologies for Absence
116. To Receive any Declarations of Interest
117. Acceptance of Minutes of the Parish Council Meeting held on the Tuesday 19th November 2024
118. Update from Buckinghamshire Councillor
119. To consider outstanding and completed actions from previous meetings
120. Planning Applications:
 - a. To consider and approve comments for New Planning Applications
 - b. To Receive Notice of Planning Applications Approved and Refused
121. To approve payments in accordance with the budget
122. To consider and approve 2025-2026 Budget
123. To note that Village Hall Accounts have still not been received and AGM not taken place
124. To consider additional playground equipment survey results and actions required
125. To consider looking at alternative grass cutting suppliers following notification that the service will not be provided by the current contractor
126. To consider quote for inspection of trees at the playing field
127. To discuss and decide on any responses to correspondence received and/or issued by the Parish Council
128. To receive Reports from Councillors on meetings that they have participated in on behalf of the Parish Council
129. To confirm the date of the next Parish Council meeting: The next meeting will be Tuesday 21st January 2025 at 7.30pm at Longwick Village Hall

Tracey Martin
Clerk, Longwick Parish Council
clerk@longwickcumilmer.org.uk

11th December 2024

MINUTES FOR APPROVAL



Longwick-cum-Ilmer Parish Council

LONGWICK-CUM-ILMER PARISH COUNCIL MINUTES OF THE PARISH COUNCIL HELD ON TUESDAY 19TH NOVEMBER 2024 AT 7.30PM AT LONGWICK VILLAGE HALL

PRESENT: Cllr McPherson BEM (Chairman), Cllr Myers (Vice Chairman), Brian Richards, Alex Barter, Mark Molson, and Jane Rogers.

Tracey Martin (Clerk)

Buckinghamshire Councillor: Gary Hall

Buckinghamshire Officer: Lead Enforcement Officer, Strategic Waste Management

Two members of the public

The Buckinghamshire Council Officer for Lead Enforcement, Strategic Waste Management provided Councillors and Members of the Public information on how fly tipping, enforcement and prosecution is dealt with. A presentation will be posted on the Parish Council website but the key points were the following:

- Buckinghamshire Council take a robust position on fly tipping as people have a duty of care to ensure that waste is disposed of correctly.
- Waste is only removed from public land but Buckinghamshire Council will investigate fly tipping on private land.
- If somebody sees fly tipping this should be reported on FixMyStreet, if possible, with the vehicle registration number and any photographic evidence, but only if safe to do so.
- There is surveillance at fly tipping hot spots.
- Buckinghamshire Council are also carrying out littering enforcement, tackling littering from vehicles. For this they will rely on dashcam footage from road users and this can be submitted as evidence on the FixMyStreet website.
- Questions were taken

95. WELCOME AND APOLOGIES FOR ABSENCE: Apologies were received from Buckinghamshire Councillors: Matthew Walsh and Alan Turner.

96. DECLARATIONS OF INTEREST: None declared

97. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD TUESDAY 15TH OCTOBER 2024: It was **resolved** to approve the minutes and the minutes were signed.

98. TO CONSIDER ANY ACTIONS FOLLOWING THE PRESENTATION ON FLY TIPPING BY THE BUCKINGHAMSHIRE COUNCIL OFFICER: Cllr Barter or the Clerk will produce a Facebook and Website post with information.
Action: Clerk / Cllr Barter

99. UPDATE FROM BUCKINGHAMSHIRE COUNCILLOR GARY HALL:

- a. The budget for 2025-2026 has been prepared but this is being rewritten due to the government's budget.
- b. Buckinghamshire Councillors have been working behind the scenes on the highway project and are seeing some progress and would hope to have some news within a week.

100. TO CONSIDER A GRANT APPLICATION FROM LONGWICK EVENING WI FOR THE CAROL SINGALONG: Longwick Evening WI had applied for a grant for £80 for costs associated with the Carol Singalong. Following discussions and a vote it was **resolved** to approve the grant up to £80 subject to receiving receipts following the event.

101. TO CONSIDER OUTSTANDING AND COMPLETED ACTIONS FROM PREVIOUS MEETINGS:

- a. Establish Parish email database (90): The Clerk confirmed that this has been publicised.
- b. Survey for play equipment (90): This has been issued with a deadline of the end of November.
- c. Control of dog signage (90): This has now been installed.
- d. Anti-social behaviour, information on where to report concerns: The Clerk has added a page to the Parish Council website with details.
- e. Walking of footpaths in the Parish (90): Cllr Richards has completed some of the inspection up to Walkers Road and still has more to do.
- f. Fly tipping (90): Buckinghamshire Officer attended the meeting to provide information
- g. Additional Parish Noticeboard (90): This will be discussed later in the meeting.
- h. Review of minutes / creation of cheat sheet (90): Cllr Molson evaluated this and after carrying out the report has come to the realisation that it is not possible to create a cheat sheet as there are many factors to each issue.

- i. Obtain quote for matting on entrance to playing field (92): This will be considered later in the meeting.

102. PLANNING - TO CONSIDER AND APPROVE COMMENTS:

24/07345/FUL: Meadle Farm Meadle Village Road Meadle: No comment
 24/07346/LBC: Meadle Farm Meadle Village Road Meadle: No comment
 24/07548/FUL: Seagrams Chestnut Way Longwick: No objection however, we would like to question why all new and existing walls are being rendered, and why a colour has not been specified. The current construction is brickwork, surrounded by other brick-built and brick-and-flint houses.
 24/07587/FUL: Quercus Owlswick Buckinghamshire: No comment
 24/07698/HPDN: Tall Trees Lower Icknield Way Longwick: No comment

No comment

The following applications status has changed:

24/05758/FUL: Land Adjacent to Anderdons Farm Thame Road: Application Refused
 24/07041/CLP: 31 Wayfarers End Longwick: Grant Certificate - Proposed Development
 24/06990/LBC: Sarahs Cottage Thame Road Longwick: Application Permitted
 24/06662/CLE: Holly Tree Barn Owlswick Lane Owlswick: Grant Certificate of Lawful Use
 24/06988/TPO: 2 The Green Ilmer Lane Ilmer: Application Permitted
 24/07083/PNP3Q: Land Opposite St Michaels Church Horsenden Lane: Details Approved
 24/07465/PNP6A: OS Parcels 2521 And 2927 Horsenden Lane: Details required to be Submitted
 24/07091/FUL: Old Orchard Thame Road Longwick: Application Permitted
 24/07028/CLE: Middle Barn Quercus Owlswick: Refuse Certificate of Lawful Use

103. TO NOTE THE CLERK'S ACTIONS MADE UNDER DELEGATED AUTHORITY: The following actions were noted and approved:

- a. The Clerk approved a quote of £110 + VAT from Safeplay for repairs to the foot plate on the Cross Trainer.
- b. The Clerk approved a quote of £114 + VAT from Robertsons of Risborough for new MUGA signage and installation due to the old sign being damaged.
- c. The Clerk approved a quote for "control your dog signage" at a total cost including fitting and VAT of £225.60 from Robertsons of Risborough.

104. TO NOTE PAYMENTS IN ACCORDANCE WITH THE BUDGET:

Payee	Net	VAT	Gross	Comment
Tracey Martin	£711.85		£711.85	Clerk Salary
HMRC	£98.60		£98.60	PAYE
Shield Maintenance	£169.22	£33.84	£203.06	Bin emptying
Robertsons of Risborough	£114.00	£22.80	£136.80	MUGA Signage & Install
Robertsons of Risborough	£188.00	£37.60	£225.60	Dog Signage & Installation
Zempler Bank	£242.25		£242.25	Reinstate Balance
Valerie McPherson	£200.00		£200.00	Chairmans Allowance
R Apledoorn	£50.37	£6.99	£57.36	Update of flower boxes
Directs Debits / Standing orders				
EDF	£48.00		£48.00	Electricity
Nest	£44.85		£44.85	Pension Contribution

105. TO NOTE QUARTER 2 ACCOUNTS: Quarter 2 accounts were noted and the Clerk confirmed that a quarterly check had been carried out by Cllr Richards.

106. TO NOTE NJC PAY SCALE BACKDATED TO APRIL 2024: The new rate for SCP 16 is £15.33. The increase and backdated pay will be paid in December. Noted by those present.

107. TO CONSIDER MOVING TO A .GOV DOMAIN AND WHETHER TO PRODUCE A NEW WEBSITE:

- a. **.gov domain:** Following discussions it was **resolved** to move to a .gov website with the current provider, TEEC. There will be no initial cost as this will be subsidised by the government grant of £100.
- b. **Produce a new website:** It was agreed that the Parish Council would move to a .gov domain, get the email addresses established and would consider a new website in the future.

108. TO CONSIDER QUOTE FOR MATTING UNDER THE GATE ENTRANCE TO THE PLAYING FIELD: A quote from D Hounslow was discussed and considered at a total cost of £1,270. Quote includes levelling of area, laying of matting with pins, laying of top soil and seed to grow through. This will cover 2m x 10m, 1m behind gate from car park and the rest going up into the field. Following discussions a vote was taken and it was **resolved** to accept the quote. As the coverage area may need to be extended it was **resolved** to add a £500 contingency to the overall cost for extra coverage if required.

- 109. TO CONSIDER A COMMUNITY MARKET STARTING IN THE NEW YEAR:** Cllr Barter provided more information on the proposed plan. The proposal would be for local small businesses to be able to showcase their crafts. There would be no cost to the stall holders and stall holders would keep whatever they make on the day. It was **resolved** to approve the Community Market which Cllr Barter will organise and keep Councillors informed.
Clerk will look into whether additional insurance cover is required. **Action: Clerk**
- 110. TO CONSIDER PURCHASING A COMMUNITY NOTICEBOARD:** The previously circulated quotes were considered and it was **resolved** to approve the quote from Greenbarnes for an 8 x A4 Aluminium noticeboard with signwriting at a total cost of £836.52 plus VAT.
- 111. TO CONSIDER WHETHER TO TRANSFER BANKS DUE TO THE NEW LLOYDS BANK CHARGES:** Following discussions it was **resolved** to continue with the Lloyds account at a cost of £4.25 per month.
- 112. TO DISCUSS AND DECIDE ON ANY RESPONSES TO CORRESPONDENCE RECEIVED AND / OR ISSUED BY THE PARISH COUNCIL:**
- a. Cllr McPherson stated that a resident has come forward and they would be willing to produce a community newsletter. Cllr Richards suggested that two Councillors meet with the resident to discuss further and explore the options and what the costs would be. Cllr McPherson will wait for the resident to respond and then arrange a meeting.
 - b. Cllr Richards had received some training information and would like to attend the Communicating with your Community Course. All were in agreement for Cllr Richards to attend.
 - c. The Clerk had received correspondence from a resident requesting an improved bus service. It was agreed by those present that the Clerk informs the resident to contact Buckinghamshire Councillors.
- 113. TO RECEIVE REPORTS FROM COUNCILLORS ON MEETINGS THAT THEY HAVE PARTICIPATED IN ON BEHALF OF THE PARISH COUNCIL:**
- a. Cllr McPherson, Cllr Richards and our Traffic Consultant met with Buckinghamshire Councillors in order to push for progress on the traffic proposal.
 - b. The Remembrance Service was attended by all the Parish Councillors. Thanks was given to the organiser of the event, the WI, Logs and the Children of Longwick School for the excellent reading of the poems and the other groups involved
 - c. The subject of the Christmas tree was raised as this will need to be ordered along with new lights. All Councillors were in favour. Cllr Barter will make enquiries with regards to the tree. **Action: Cllr Barter**
- 114. TO CONFIRM THE DATE AND TIME OF THE NEXT PARISH COUNCIL MEETING:** The next meeting will be Tuesday 17th December 2024 at 7.30pm at Longwick Village Hall

There being no further business the meeting 8.57pm.

Chair..... Date.....

TO CONSIDER OUTSTANDING FROM PREVIOUS MEETINGS

	Date	Min Ref	Details	Whom	Progress	Completed
1	20/11/24	98	Details of fly tipping and littering to be added to website and Facebook	Clerk / Cllr Barter	Details posted	Yes
2	20/11/24	109	Insurance required for Community Market	Clerk	Confirmation has been received that the market would be covered under our current insurance. Stall holders would need their own insurance and risk assessments would need to be carried out.	Yes
3	20/11/24	113c	Order Christmas Tree and Lights	Clerk / Cllr Barter	Ordered	Yes

PAYMENTS FOR APPROVAL

Payee	Net	VAT	Gross	Comment
Tracey Martin	£927.34		£927.34	Clerk Salary includes back pay
HMRC	£160.96		£160.96	PAYE
Longwick Village Hall	£387.50		£387.50	Hall Hire 2024
Shield Maintenance	£169.22	£33.84	£203.06	Bin Emptying
BALC	£90.00		£90.00	Cllr Training
D Hounslow	£500.00		£500.00	Hedge cutting at playing field
D Hounslow	£480.00		£480.00	Ad hoc jobs - clearing fallen trees, filling cracks in skate ramp, spraying, hedgehog holes
PRTC	£857.80	£171.56	£1,029.36	Playing field and Ilmer
Safeplay	£111.10	£22.22	£133.32	Cross-trainer Repairs
Greenbarnes Ltd	£836.52	£167.30	£1,003.82	Community Noticeboard

Directs Debits, Standing orders & Card Payments

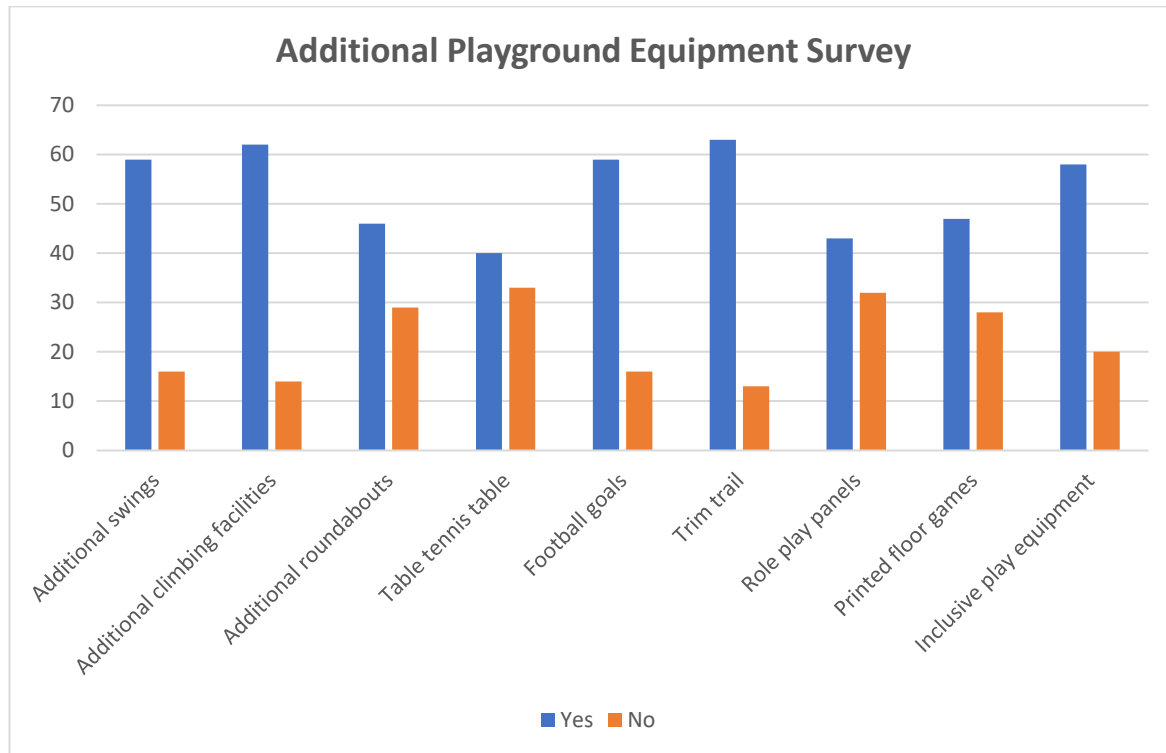
EDF	£45.79	£2.21	£48.00	Electricity
Nest	£60.23		£60.23	Pension Contribution
GiffGaff	£5.00	£1.00	£6.00	Mobile Top Up
Amazon	£25.99	£5.20	£31.19	Christmas lights (Returned)
Amazon	£44.98	£9.00	£53.98	Christmas lights

TO CONSIDER ADDITIONAL PLAYGROUND EQUIPMENT: SURVEY RESULTS AND ACTIONS REQUIRED

The survey ran from 29th October 2024 to 30th November 2024, as well as being publicised on the Parish Council Website and Facebook a link was sent out through the school. A total of 79 responses were received.

Based on the below I think new equipment of any sort would be welcomed by users of the playing field. The Clerk's suggestion would be to get some playground companies to visit the site to discuss the options and come up with some suggestions.

I think it would be good to look at items which we don't currently have and were popular in the survey and football Goals, Trim Trail, Inclusive Play Equipment.



DEVOLVED SERVICES:

I am writing to inform you that, with effect from **1st April 2025**, the Town Council will no longer be able to undertake devolved services work on behalf of your Parish Council.

This decision has not been made lightly, and we recognise the impact it may have on your parish councils.

Unfortunately, due to resource constraints and rising costs, we are unable to continue providing this service beyond the specified date.

We recommend that you begin making alternative arrangements as soon as possible to ensure continuity of these services. Should you require any assistance during this transition period, please do not hesitate to contact us, and we will do our best to support you.

Thank you for your understanding, and please let us know if you have any questions or require further clarification.

- The Parish Council need to consider whether we wish to continue with Devolved Services and therefore look for alternative Contractors.

TO CONSIDER QUOTE FOR INSPECTION OF TREES AT THE PLAYING FIELD

QUOTATION FOR A SURVEY FOR TREES AT LONGWICK PLAYING FIELDS, THE GREEN, LONGWICK, HP27 9QY

Thank you for the invitation to quote for a survey of trees at Longwick Playing Fields, The Green, Longwick, HP27 9QY.

The survey will include the following:

- A detailed visual inspection of trees within the identified survey area by a LANTRA Qualified Professional Tree Inspector.
- General tree condition will be recorded and any significant defects and / or management requirements which represent an unacceptable risk to persons or property on or off the site.
- Health and safety works will be specified where appropriate to be undertaken within an identified time frame.
- The positions of trees will be plotted as individuals or groups as appropriate on a scaled CAD property plan.
- The report will include a schedule of tree works which will be prioritised according to the hazard and taking into account the presence of higher-risk areas such as the public highway, parking areas, footpaths and neighbouring properties.
- Please note that ivy would not be severed, and vegetation will not be cleared by the surveyor. Therefore, dense vegetation and ivy where present may prevent a full visual inspection of a tree (tree canopies and physiological health can still be appraised).

Price (Ex VAT)	£580.00
VAT	£116.00
Total	£696.00

CORRESPONDENCE:

The Clerk has received the following correspondence:

1. We are once again asking the council to address the growing threat of asb within the Longwick playing field. We've just returned from a late-night dog walk where at least 5 youths on the benches by the skate park are clearly taking drugs. We have of course informed the police yet again via email however, this is a societal issue, where the village needs to take action. We've requested lights on the park for many years, but this has been declined, and noting it to be one of Thames Valley PCC crime prevention measures for the winter, would urge you to reconsider. CCTV does not have any impact on asb such as this, as they all have the asb uniform of hoodies and can escape identification. Unfortunately, the floodlights at Briant's shine right at the wrong angle meaning that us poor dog walkers are blinded and we are made vulnerable as we show up to the individuals which we can't see until the last minute. I've written to them to ask them to alter the lights but they have not responded. I'm also writing to the police and the pcc.